

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance RFP/BOR Specialist

These are the *fundamental* components of the job:

- Manage and complete Requests for Proposals (RFPs) from start to finish, ensuring accuracy and timely submission
- Support the Broker of Record (BOR) process, including documentation, coordination, and follow-up
- Assist with the preparation and completion of carrier contracts
- Gather and compile proposal content and supporting documentation from internal teams
- Ensure all submissions meet company standards and client requirements
- Maintain organized records of proposals, contracts, and related materials

Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested
- Support corporate and operational projects as needed
- Assist with tracking deadlines and coordinating deliverables across Commercial teams
- Provide general administrative support related to proposals and contracting
- Expand responsibilities and take on additional duties as needed to support team goals

Skills / traits that we value for this role:

- Minimum of 3 years of commercial insurance preferred
- Prior experience working with RFPs, proposals, or client submissions preferred
- Applied/ Epic experience a plus
- Experience supporting Broker of Record (BOR) processes is a plus
- Property & Casualty (P&C) license preferred
- Strong proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong attention to detail with a high level of accuracy
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Strong organizational and time management skills
- Clear and professional written communication skills
- Ability to work independently and collaboratively across teams
- Strong problem-solving skills and ability to work with limited direction
- High level of professionalism and ability to handle sensitive information



'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'

A bit about Lawley!

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (70+ years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

- Competitive salary and referral bonuses!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$45,000 to \$72,737.50.

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